

OFFICE OF ACQUISITIONS  
NATIONAL CANCER INSTITUTE

REQUEST FOR PROPOSAL NUMBER: N02CO77015-39

Amendment No.: 1

Date of Issuance: June 4, 2007

The above numbered Request For Proposal (RFP) is amended as set forth below. The hour and date specified for receipt of Offerors remains unchanged: 06/15/2007 at 2 PM local time.

Offerors MUST acknowledge receipt of the amendment prior to the hour and the date specified in the solicitation or as amended, by separate letter, telegram, or Electronic Mail which includes a reference to the RFP and Amendment number(s). For your convenience, the Proposal Intent Response Form is provided in SECTION J - List of Attachments of this RFP, for this purpose.

FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERORS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.

THIS AMENDMENT REVISES THE RFP AS STATED BELOW:

1. Article F.1. *Period of Performance*, is revised to reflect the option period dates of 9/15 through 9/14 of each successive year.

2. Section L., paragraph 1.d., *Type of Contract and Number of Awards*, is revised to correct the period of performance of the base period to 9/15/2007 through 9/14/2008.

3. Section L, paragraph 2.d.5, *Earned Value Management System*, is hereby deleted.

4. Section L, paragraph 2.d.9, *Proposer's Annual report* is hereby revised to delete reference to

"Just in Time" and to add the following:

*" All offerors included in the competitive range will be  
required to submit a copy of the organization's most recent annual financial report".*

5. Section M, *Past Performance Factor*, is hereby revised to add the following:

*"The evaluation will be based on information obtained from references provided by the offeror, other relevant past performance information obtained from other sources known to the Government, and any information supplied by the offeror concerning problems encountered on the identified contracts and corrective action taken.*

*The Government will assess the relative risks associated with each offeror. Performance risks are those associated with an offeror's likelihood of success in performing the acquisition requirements as indicated by that offeror's record of past performance.*

*The assessment of performance risk is not intended to be the product of a mechanical or mathematical analysis of an offeror's performance on a list of contracts but rather the product of subjective judgment by the Government after it considers all available and relevant information.*

*When assessing performance risks, the Government will focus on the past performance of the offeror as it relates to all acquisition requirements, such as the offeror's record of performing according to specifications, including standards of good workmanship; the offeror's record of controlling and forecasting costs; the offeror's adherence to contract schedules, including the administrative aspects of performance; the offeror's reputation for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the offeror's business-like concern for the interest of the customer.*

*The Government will consider the currency and relevance of the information, source of the information, context of the data, and general trends in the offeror's performance.*

*The lack of a relevant performance record may result in an unknown performance risk assessment, which will neither be used to the advantage nor disadvantage of the offeror".*

THE FOLLOWING CLARIFICATIONS TO QUESTIONS POSED REGARDING THIS SOLICITATION ARE BEING ISSUED TO ASSIST WITH PROPOSAL PREPARATION:

Question 1: You request a Coldfusion database. Are you open to suggestions of other ways to accomplish your functional needs, such as ASP.net? We have a Coldfusion expert on staff; however we have phased our clients to ASP.net.

Question 1 Response: As a precursor database previously had been programmed using Coldfusion, we are staying with Coldfusion in order to capitalize on work already done over the last decade. Additionally, because of limited resources, it would be cost prohibitive to switch the current database over to another database.

Question 2: What is the budget for this project?

Question 2 Response: The Government does not typically release the Independent Government Cost Estimate. Please see Section L of the RFP for uniform assumptions and estimated effort provided as guidance for assembling the business proposal.

Question 3: For the meetings requirement is it possible to have the Project Manager meet with you remotely (i.e. via WebEx, teleconferencing, etc)?

Question 3 Response: The mandatory evaluation criteria requires the offeror be available to meet within 24 hours' notice when urgent requests for SCLD information emanate from the Executive Branch. To meet the requirement of daily contact with the NCI staff, it is expected that such contact will be made through telephone and email.

Question 4: Upon receipt of proposals, how soon will you be making a decision on vendors?

Question 4 Response: It is anticipated that an award will be made in early September 2007.

Question 5: Why are you considering switching from your current vendor?

Question 5 Response: This RFP is being issued as a 100% set-aside for small businesses. Release of an RFP is not necessarily an indication that the Government intends to switch contractors.

Question 6: Are you satisfied with your current vendor? What are the pros and cons of your current vendor?

Question 6 Response: Contractor performance information is limited to the Government and the contractor.

Question 7: What services which are not provided by your current vendor would you like to see your new vendor provide? What services provided by your current vendor would you like to see improved upon by the new vendor?

Question 7 Response: Please see the RFP for description of the Government's needs regarding the SCPD.

Question 8: One of the requirements is finding new cancer related information and posting this information. How was this accomplished in the past? Also, how often was this done?

Question 8 Response: Commercial providers of legislative information can be located via the internet. The analysis and entering of state legislation into the database is done on a daily basis.

Question 9: In section L(2)(a)(4), "Separation of Technical and Business Proposals," on page 40 of the RFP, it references an attachment in Section J entitled, "Technical Proposal Cost Summary." Section J did not contain a link to the referenced attachment. Where/how can offerors access a copy of this attachment?

Question 9 Response: This attachment is required for proposals submitted for Research and Development (R&D) projects only and is not applicable to this solicitation. Offerors should use the Breakdown of Proposed Estimated Costs (plus fixed fee) Excel w/spreadsheet which is included as an attachment to the RFP.

Question 10: In Section L(2)(1)(10), "Selection of Offerors," it states that the contract proposal will be evaluated by a technical review committee. Will the technical review committee be comprised of NCI, NIH, or DHHS employees; external reviewers; or a combination of government employees and external reviewers?

Question 10 Response: It is anticipated that the technical review committee will be composed of Government employees.

Question 11: Does NCI have a preference as to the location of the Management Plan in the proposal? Should it be included as part of the proposed approach section, personnel section, or as a separate section of the proposal? The genesis for the question is that Section L.2(c) (page 49 of the RFP) indicates that the management plan should be included with the technical approach portion of the proposal as evidenced by the following language: "Sufficient information about the proposed organizational structure and the management oversight plan should be provided as to indicate how the successful completion of the work will be assured." Further, in the subsection entitled, "Understanding the Statement of Work and Proposed Approach to Accomplishing the Objectives" in Section M (page 60 of the RFP), it states that The Plan must identify the resources within the organization necessary to support this effort and how the various activities will be coordinated and staffed and the relationship between the staff/groups." However, Section M (page 60 of the RFP) states that the section entitled, "Qualifications, Capabilities and Experience of Personnel" must include "...a detailed management plan that delineates lines of authority and describes the overall organizational structure necessary to organize, direct and manage this project."

Question 11 Response: The Management Plan should be submitted as part of a separate section of the technical proposal. Where it is required in the proposed approach section and the personnel section, reference should be made to the Management Plan, giving its exact location in the proposal.

Question 12: In RFP Section L.2.b.5. Information Security (p. 46), it is unclear if anything is being requested as a response to a. Information Type, or b. Security Clearances and Levels.

Question 12 Response: The Statement of Work for this project was reviewed by the NCI Information System Security Officer (ISSO) who determined the levels of security and sensitivity applicable. As stated in the RFP, Offerors are expected to submit with their technical proposal a draft Information System Security Plan using the current template in Appendix A of NIST SP 800 18, Guide to Developing Security Plans for Federal Information Systems located at <http://csrc.nist.gov/publications/nistpubs/800-18-Rev1/sp800-Rev1-final.pdf>

Question 13: In RFP Section L.2.b.5.c. Position Sensitivity Designations (p. 47), it states that "For proposal preparation purposes, the following designations apply" and the Level 5 and Level 1 designations are checked (with an X). It's unclear what is requested in this section. Will NCI or the Contractor make a determination of whether a proposed employee is designated at Level 5 or 1? Are we requested to submit a list of proposed personnel, or a draft version of the Roster of Employees Requiring Suitability Investigations? If not, what information will be used for the review?

Question 13 Response: As stated in the RFP, Prior to award, the Government will determine the position sensitivity designation for each contractor (including subcontractor) employee that the successful offeror proposes for work under the contract. Along with your IT Security Plan, please submit a list of personnel being proposed and their anticipated duties.

Question 14: In RFP Section L.2.b.5.d. Information Security Training (p. 47), are we requested to submit a draft list of proposed personnel and the training staff will receive upon contract award and prior to performing any work on the contract?

Question 14 Response: Please see the response to question 13. As stated in the RFP, the successful offeror will be responsible for assuring that each contractor/subcontractor employee has completed the NIH Computer Security Awareness Training course at <http://irtsectraining.nih.gov/> prior to performing any contract work, and thereafter completing the NIH\_specified fiscal year refresher course during the period of performance of the contract. The successful offeror shall maintain a listing of all individuals who have completed this training and shall submit this listing to the Project Officer.

Question 15: Should Past Performance Information be submitted as a separate Volume? If not, should it be included with the Technical Proposal or the Business Proposal?

Question 15 Response: As stated in Section L.11.a., (page 42) of the RFP, Past Performance Information should be included with the Business Proposal.

Question 16: Will references contacted for the evaluation of past performance be required to complete questionnaires/surveys?

Question 16 Response: Ordinarily, Past Performance information contained in the Contractor Performance System is utilized to evaluate an offeror's past performance. References may also be contacted to complete the past performance evaluation.

Question 17: On RFP page 49 (Personnel), offerors are required to provide "evidence of commitments of staff to other contracts and proposed in other proposals." What specifically does the government want offerors to provide? Are offerors required to provide a list of the federal contracts and time commitments (for each of those contracts) for key personnel only or for each staff member proposed for the project?

Question 17 Response: The Government is seeking assurances that the individuals being proposed are will be available for this project. Evidence of commitments of all staff to other contracts and proposed in other proposal should be submitted.

Question 18: On RFP page 38 (section e. ESTIMATE OF EFFORT), it reads: "The estimated direct labor year 1 (Base Period) is as follows:" What did the government intend to follow the semicolon?

Question 18 Response: The estimated direct labor for year 1 (Base Period) is as follows:

Professional: 4509 hours

Professional Support: 8396 hours

Administrative: 4139 hours

Please note, this information is provided for the offeror's information only and is not considered restrictive for proposal purposes.